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DA 89-0970
2 June 1989

MEMORANDUM FOR: Director of Central Intelligence

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 2 June 1989

25X1 1. Significant Activities Relating to Major Goals, Task Forces, Strategic Planning Efforts. The Directorate of Administration Strategic Planning Group--formed to examine Agency automated data processing and communications needs over the next decade--held a two-day off-site conference for 29 Agency representatives. The group identified and discussed the communications and information systems that the Agency will require to perform its mission by the Year 2000. A follow-up conference to refine action plans and formulate steps to implement recommendations will be held in November.

25X1 2. In keeping with the recommendations of the recently completed Corporate Data Task Force Report, the Directorate has named a Management Data Administrator to facilitate the development of an Agency Corporate Data Program that will provide managers and employees automated access to administrative information they need to manage their resources, perform their jobs, and make career-related decisions.

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25X1 4. The Office of Information Technology (OIT) successfully relocated the Special Computer Center within the Original Headquarters Building during the Memorial Day weekend. This constituted the last of the major computer center moves planned

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over the last few years and ranks among the largest undertakings of its kind. All of the moves, carried out over long holiday weekends, were accomplished without any significant impact on the operations of our customers.

5. OIT officially opened the Network Management Center with a ribbon cutting ceremony attended by approximately 100 guests. The center, located in the New Headquarters Building, is the communications facility for all secure data and voice transmissions to and from the headquarters compound.

9. OTE has established an Awards Board to remind supervisors to reward their employees for their contributions to the Agency's mission and to ensure that awards granted across OTE are equitable.

10. The Office of Logistics (OL) has videotaped the 31 May memorial service commemorating Agency employees who died in the line of duty and honoring Richard Welch, former Chief of Station, Athens, Greece. OL will make it available for interested components.

11. Two recent Office of Medical Services (OMS) guest lecture series have been attended by large numbers of Agency employees--450 Agency employees attended a presentation on "Breast Cancer: What You Must Know" and 425 attended "Substance Abuse: In the Family and In the Workplace." Future

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OMS presentations include "Perspectives on Aging,"
"Environmental Health Issues: A Regional Perspective," a Food
and Drug Administration lecture on "Space Benefits: How NASA
Research Improves Your Health," and "How to Manage College
Costs: The Middle-Income Parent Squeeze."

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R. M. Huffstutler

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